



PAYROLL EXPENDITURE APPROVAL FORM

The payroll listed below has been processed in accordance with the Commonwealth's Payroll Expenditure Policy, State Finance law and this department's Internal Control Plan. The amount below has been certified to the Comptroller through the payroll system for payment. This certifies that time and attendance for each employee is on file in this department and approved by the appropriate manager to support amounts paid. This approval and supporting details will remain on file in this department for three years for review by the Office of the Comptroller or other auditing entity.

PAYPERIOD

AMOUNT

APPROVED BY

DATE

_____ through _____
date date

\$ _____

Department Signatory Authority

date